



WMS Career Opportunity



About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering eight public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

POSITION: Human Resource Manager
LOCATION: Tumwater, Washington
OPENS: January 11, 2007
CLOSES: Open until filled*

** Your prompt response is encouraged as initial review of application materials will begin January 29, 2007.*

Reporting to the agency Director, the Human Resource Manager is a member of the executive management team and is responsible for the administration and strategic planning for all human resource functions at the Department of Retirement Systems. Serving as a key advisor and consultant to executive management, human resources staff, and agency staff, this position has the responsibility for providing expert and sound advice regarding organizational questions and topics. Organizes and directs the agency human resource division, including three professional level staff and one administrative support staff.

Leading the strategic and tactical planning of human resource programs, this position utilizes experience in the human resource profession to apply strategic, technical and administrative knowledge in organizational decisions and processes. Maintains a comprehensive departmental program that includes, but is not limited to: recruitment and selection; human resource policy and procedure development; classification and compensation; performance management; affirmative action/equal employment opportunity; and workforce diversity.

Applying sound management principles in all areas, this position is responsible for all aspects of human resources.

The Department of Retirement Systems places high value on a work environment that is both challenging and rewarding for its staff. The Human Resource Manager is instrumental in the development of initiatives and programs that will continuously develop employees and promote a fair and fun work environment.

Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Desirable Qualifications

The desired candidate for this position will possess:

- A Bachelor's degree in Human Resource Management, public administration, or business;
- A minimum of five years of experience providing strategic planning, leadership and direction for a human resources program in a medium or large organization; and
- Demonstrated proficiency in the following competency areas:

Customer Focus – Dedicated to meeting the expectations and requirements of employees and customers; gets first-hand information and uses it for improvements in products and services; acts with employees in mind; establishes and maintains effective relationships with employees and gains their trust and respect.

Ethics and Values – Adheres to an appropriate and effective set of core values and beliefs, and actions are congruent with those values.

Integrity and Trust – Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

Decision Quality – Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most solutions and suggestions turn out to be correct and accurate when assessed over time; sought out by others for advice and solutions.

Verbal and Written Communications – Effectively expresses ideas and information in writing and through the spoken word, using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Informing – Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides adequate information so accurate and timely decisions can be made.

Preference may be given to candidates with advanced degrees in Human Resource Management, public administration, business, or law. An advanced degree may substitute for up to two years of the desired experience. PHR or SPHR certification is highly desired.

The Washington State Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.

Compensation

\$75,000-\$85,000 per year, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

How To Apply

Interested applicants who meet the qualifications and competencies listed in this announcement are invited to apply for consideration through www.careers.wa.gov. This recruitment can be found by entering ***1483*** in the "Search for" field.

Individuals must follow the application instructions provided in the recruitment announcement in order to be considered for this opportunity. A letter of interest detailing how you meet the competencies and desirable qualifications listed in this announcement must be included.

All application materials will be screened to determine who will participate in the assessment and interview process.

For questions, please contact the DRS Human Resources Office at HumanR@drs.wa.gov.